

California Energy Commission



CLASSIFICATION: Office Technician (TYPING)

TENURE: Permanent

TIME BASE: Full-Time

SALARY: \$2,686 – \$3,264
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Energy Systems Research Office
Energy Research and Development Division

FINAL FILING DATE: JANUARY 7, 2010

DUTIES/RESPONSIBILITIES: Under the general direction of the Office Manager II, and the lead of the Associate Governmental Program Analyst in the Division Administration Unit, the incumbent will provide secretarial support for the Office Manager and his staff. Primary support will be in assisting the Office Manager II with the operation and performance of administrative and technical tasks relevant to the projects and programs assigned to the Energy Systems Research Office. The incumbent must consistently demonstrate a high degree of initiative, independence, and originality in performing administrative functions as well as secretarial duties.

- Perform all secretarial duties for the Office Manager II and his staff. Responsibilities include finalizing word processing materials developed by the office staff, as well as independently composing correspondence for the Office Manager's signature on a wide range of subjects. This will require a thorough knowledge of the procedures and policies of the office. Screen and arrange in priority order incoming correspondence, referring to appropriate staff member for reply, and following up to ensure that deadlines are met. Maintain Office Manager's calendar for appointments, meetings, hearings, and where appropriate, prepare necessary agendas. Make all travel arrangements for both in-state and out-of-state travel for staff. Prepare all necessary documents including travel justifications and travel expense reports within established state guidelines.
- Maintain the office's budget tracking system for all expenses. Reconcile monthly to CalStars. Keep Office Manager informed on a monthly basis of budgetary concerns.
- Review outgoing correspondence prepared by other staff members for the Office Manager's signature for consistency with administrative policy as well as for understandability, format, and grammatical construction. Establish and maintain the Office's correspondence control system keeping track of the priorities and status of correspondence; establish due dates, and report to the Office Manager on the status of correspondence progress. Establish and maintain detailed confidential and administrative files for the office on numerous office programs and projects. In addition, ensure that all deadlines are met on assigned correspondence and established Commission policies and procedures are followed prior to approval.
- Deal effectively and tactfully on the telephone or in person with a wide variety of public, state, and local contacts, providing answers to general questions regarding specific office programs or referring these contacts to appropriate office staff for technical information. Maintain good public relations by establishing a tracking system to assure answers are provided on a timely basis.

RPA#540-234

Pos. #5400-1139-005

OK JG 12/16/09

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.**

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Sandra Cushman RPA#540-234
1516 Ninth Street, MS-43
Sacramento, CA 95814
(916) 654-4071

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922